The Caribbean Christian Centre for the Deaf (CCCD)
A Charitable, JSL-Signing Organisation for *Deaf Empowerment

Invites suitably qualified persons to apply for the following open job posts

KINGSTON - Kingston Campus
- ❖ Teacher of Mathematics - *up to CSEC Level*
- ❖ Jamaican Sign Language (JSL) Specialist
- ❖ Part-time Driver

MANCHESTER - Knockpatrick Campus
- ❖ EDPM/IT Teacher - *Grades 9 – 11*
- ❖ English and Resource & Technology Teacher – *Grades 7 – 9*
- ❖ Primary School Teacher
- ❖ Farm Manager
- ❖ Office Manager

ST. JAMES – Montego Bay Campus
- ❖ Sign Language Interpreter (*JSL-spoken English*)

Interested candidates must possess the following eligibility criteria to apply:

1. Any applicant whose beliefs and values align with the CCCD organisation and our Statement of Faith found on our website (jm.cccdjamaica.org) with a commitment to our mission and bilingual philosophy of using JSL as the main language and written English for print activities, and our Code of Ethics;
2. Strong JSL fluency or a minimum of JSL at Level 3 with the ability and commitment to communicate in JSL as the main language for the posts of Teachers, JSL Specialist, and Interpreter;
3. A minimum of Level 2 in JSL and the intention to acquire and/or to improve their JSL skills on the job for other posts;
4. Good English language and communication skills;
5. Suitable qualifications and experience in the specific areas of specialisation for the posts advertised.

Further details about each job post are available on the CCCD website at **https://jm.cccdjamaica.org/.

If you have what we are looking for, apply confidently with the submission of your resumeand a cover letter via email, by Friday, November 19, 2021, to:

> The Human Resources Department
> **The Caribbean Christian Centre for the Deaf**
> 4 Cassia Park Road, Kingston 10
> Email: **jaadmin@cccdjamaica.org**

We will consider all suitable applications; however, only shortlisted candidates will be contacted for interviews.

Deaf represents individuals who are deaf and hard of hearing.

- **Per Post:**
  - **JSL Specialist and Teacher – Kingston & Knockpatrick:** At minimum, a Certificate in Deaf Education and/or Special Education or related field with concentration in relevant specialisations and at least 3 years of teaching experience with deaf and hard of hearing learners **OR** a minimum of 10 years of proven teaching experience with the Deaf. Strong JSL skills are a requisite.

    JSL Specialist/Teacher's Main Functions**:**

      - JSL Specialist: To teach JSLGC (Grammar Curriculum), develop and deliver JSL training, assess staff members' JSL proficiency levels, and collaborate to develop JSL video resources.

      - Teacher: To plan, teach and assess students' performance in the assigned content area/s

          - Be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all;
          - Be responsible and accountable for achieving the highest possible standards in work and conduct;
          - Treat students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a JSL Specialist's and teacher's professional position;
          - Model respect for diversity within the organization by adhering to the Communication and Cultural Appreciation Policy that values and stresses application of appropriate language use of JSL and written English as the bilingual approach to Education;
          - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students;
          - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the staff handbook and organizational policies;
          - Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

  - **Part-time Driver- Kingston:** Good eyesight, a valid general (preferred, with flexibility to consider private) driver's license with at least two years of driving experience, and a clean driving record; a secondary/high school diploma is required.

- **Duties:** Under the guidance and leadership of the campus management team of the campus manager and principal, this position is responsible for secure and timely driving services to transport passengers and/or goods, delivery of payment transfers to the bank and/or the suppliers, assistance with postage and pick up of office purchases, including flight tickets and any other tasks required by Head of Administration or his/her substitutes. This post also acts as a back-up for the Office Manager, assists with meeting room re-arrangement for various meetings/events and performs occasional handyperson jobs inside the Office.

- **Contracted Sign Language Interpreter – Montego Bay**: 3-5 years' experience signing with deaf and hard of hearing persons; knowledge of HEART NSTA policies, procedures and TVET/CBET systems; computer literacy; VTDI or Teacher Diploma or relevant professional qualification such as Utech/Technical Diploma or other relevant qualification in addition to the minimum of Jamaican Sign Language at Level 4 certification.

- **Farm Manager (Foreperson) – Knockpatrick**: This position will report to the Campus Manager and will be responsible to oversee the daily activities on the campus farm, including animal rearing and agricultural enterprises.

- **Office Manager – Knockpatrick**: This post is responsible for general administration and secretarial support at the campus level. Experience in office administration, financial management systems, budget preparation and reporting are essential. Well-developed ICT skills, to include knowledge of QuickBooks Online and Microsoft Suite; problem-solving skills, information analysis and evaluation skills are required. The ability to negotiate, communicate and interact with persons are highly desirable as well as the capacity to respect and appreciate diversity. The minimum of an associate degree or the equivalent in office administration or a related field is required.

Reference names and contact information must be provided as well as the relevant qualification/s for the specific job post being applied for.